CITY OF LEESBURG

SITE PLAN APPLICATION INSTRUCTIONS

Applicability

The procedure contained in this chapter are applicable to all projects which involve the construction of any facility other than single-family dwellings or minor appurtenances thereto (for example swimming pools, sheds, fences and the like); or three or less duplex (two-family) units in a subdivision where a certificate of completion has been issued for the subdivision by the City. Projects which are subject to site plan review including land developments (other than subdivisions) without structures such as parking lots. Also included are projects which involve the alteration or conversion of existing structures or the change of use of a structure where the site or structure does not meet the current criteria of these regulations. Changes in use shall be evaluated by the City as to the need for a complete site plan review, and possible modifications, based on the nature of the change in occupancy or use, and the need for compliance with current regulations. Any developments permitted under conditional use must additionally undergo the site plan approval process. The provisions of this chapter, where appropriate, are to be applied both on-site and off-site of the development. This document shall be the "governing document for such development. Where there are conflicts or discrepancies with other city policies, ordinances, or regulations, the more restrictive requirements shall govern.

The following site plan application instructions are provided for the assistance of the applicant and may be modified from time to time as need dictates. **It is the applicant's responsibility to ensure that the current requirements of the applicable portions of the City Code are met.**

The following sections of the City Code of Ordinances apply to site development criteria:

a. Chapter 3
b. Chapter 5
c. Chapter 7
d. Chapter 10
e. Chapter 18
f. Chapter 19
g. Chapter 20.5
h. Chapter 22 and 23
i. Chapters 25 through 29

1. Applicants must arrange a pre-application conference with the Planning Division to discuss the prospective development prior to starting the project review process. The applicant's engineer and landscape architect shall attend at least one pre-application meeting. A tentative schedule for completion of the
process will be prepared and any additional requirements identified. The planning division shall determine the necessity of other city departments attending the pre-application meeting.

2. After at least one pre-application meeting, the applicant shall submit a typed Site Plan Application, ten copies of the site plan, at 241' x 36", one copy of this signed instruction document, one copy of fire flow calculations, two (2) sets of storm water flow calculations to the Planning Division and pay a non- refundable $150 application evaluation fee. Applications will be accepted by the Planning staff at least one week after the pre-application meeting on any working day between the hours of 8:00 a.m. and 4:30 p.m. (regular business

hours). Payment of the fee does not in any way obligate the City to approve the application. All engineering calculations including stormwater design, traffic impact analysis and fire flow shall be signed and sealed by a professional engineer licensed in the state of Florida.

3. No application will be accepted that does not include a boundary, location and topographic survey signed and sealed by a Surveyor licensed in the State of Florida.

4. If the applicant is someone other than the property owner, the applicant must include a statement attached to the application that is signed by the property owner which authorizes the applicant to apply for this specific purpose and location on his behalf.

5. Pursuant, to the requirements of Chapter 471.025. 481.321 and 481.221, FS and Section 25-81 of the City Code, each applicable site plan sheet shall be prepared by an architect, engineer or, surveyor currently licensed in the State of Florida and shall include the following (unless otherwise determined at the pre- application meeting):

a. All survey and site plan drawings must be the same scale. The scale used must be no smaller than one (1) inch equals one hundred (100) feet. Detail plans may be drawn at a scale no smaller than one (1) inch equals fifty (50) feet. This information may be combined in the provided drawings so long as they remain relatively uncluttered.

b. A statement listing the name of the developer; the owner of the real property which is the subject of the development; the name of the proposed development and statement of all objectives giving the general purpose and character of the proposed development. (See application form).

c. A vicinity map showing the location of the proposed site plan, showing relationships to surrounding streets and thoroughfares, existing zoning
on the site and surrounding areas, and existing land use on and surrounding the site.

d. A boundary, topographic and location survey and legal description of the property, prepared by a Professional Surveyor licensed in the State of Florida.

e A topographic survey showing existing contour intervals of one foot on a fifty (50) feet off the site and proposed finished elevations based on the most recent United States Geodetic Survey topographic data prepared by a professional surveyor and professional engineer who are licensed in the State of Florida.

f. A table showing acreage for the parcel under consideration and a table of proposed net and gross densities for residential land uses.

g. A statement and map describing the planned phases of development, if any. Note: Approval of a phased plan does not constitute approval of subsequent phases.

h. The Site Plan shall show all structures including roadways, sidewalks, parking lots, recreation areas, utility and exterior lighting installations.

i. A survey of the existing trees by species, diameter and approximate height. The survey should indicate which trees will be removed by the construction. (Chapter 24-55.03).

j. A statement of the traffic generated during the PM peak hours as based on the Institute of Traffic Engineers Trip Generation Manual, fifth edition (or most current update or edition), or a more detailed traffic impact analysis as determined at the pre-application meeting.

k. Two sets of stormwater calculations signed and sealed by a Florida Registered Professional Engineer.

l. Any other information as may be identified in the pre-application conference.

m. Any other information required by City Code as may be amended from time to time.

6. The Planning staff shall transmit a copy of the application package to the appropriate technical staff for their review and comment. Each application shall be transmitted no later than the Thursday after an application is submitted. The application transmittal notice will indicate a deadline by which the comments are
to be received. Department comments will be brought to the DRB five (5) working days after the application is transmitted. The DRB will discuss the department comments without the presence of the developer and his representatives. The DRB will meet to clarify comments; to approve the comments and to provide direction for the meeting with the developer and the developer's representatives.

7. The DRB will approve the final comments at this meeting. Within 24 hours of the DRB meeting, staff will fax a copy of the final, approved comments to all those listed on the site plan application.

8. A second Design Review Board (the technical staff group) meeting will be held the following week to discuss the proposed site plan, final comments and revisions brought by the developer and/ or his representatives. The DRB meeting with the developer shall be held on the second Wednesday following the submission date. The applicant, the civil engineer and/or the landscape architect shall attend all DRB meetings. The technical review comments shall be based on the criteria described in the chapters cited above and other pertinent regulations.

9. The DRB shall be chaired by the Planning and Zoning Director. The vice chairman of the DRB shall be elected by a majority vote of the DRB. The vice chairman's position shall be reconsidered annually by the DRB.

10. The DRB shall have a formal agenda to be prepared by the Planning staff.

11. The DRB shall considered each item on the agenda and after the developer and/or developer's representatives have had an opportunity for discussion, questions and

responses to the comments, the DRB shall deny, approve or approve with conditions the application for site plan approval. Any action of the DRB (including denial) may be appealed to the Development Services Director. An appeal must be filed with the Development Services Director in writing within thirty (30) days of the date of the DRB action. If an item on the agenda does not have a representative in attendance for the developer, it shall be postponed until the next scheduled DRB meeting.

12. If an application is denied, the DRB must find cause and provide recourse for the applicant. The developer shall then have one hundred and twenty (120) days to submit a revised application on any regular submittal day. If the developer fails to resubmit within one hundred and twenty (120) days of DRB denial, a new application and an additional application fee must be submitted to the Planning staff. This provision may be waived by the Development Services Director.

13. Any application which is denied twice by the DRB shall not be accepted again by the Planning staff without an additional site plan application fee. Every subsequent submittal after a denial shall require a payment of an additional site plan application fee.

14. After approval of the plan by the DRB, the applicant shall supply ten sets of the plans with approved revisions as directed by the DRB to the Planning staff for permitting. Any revisions necessitated by other permitting agencies must be provided to the City. Seven sets of revised plans are required in this case.

15. Upon DRB approval of the site plan a final development order will be issued by the City. Construction activity may not commence on the site until copies of the St. Johns River Water Management District permits are provided to city staff. Copies of other agencies permits must be provided to the City prior to issuance of a certificate of occupancy.

16. No building permit, site work, or land clearing, may begin until a Final Order is issued. An arbor permit must be issued by the Planning Division prior to the issuance of a site clearing permit from Public Works.

17. Conveyance of proposed easements (if any) and City approval of proposed easements/agreements must be completed prior to the issuance of a building permit.

18. Only complete sets of site plan drawings will be accepted.

19. The site plan approval automatically expires 366 days after the date of the Final Order, unless a complete building permit application package has been filed with the Development Services Department.

20. Approval of a site plan does not release the applicant from obtaining all necessary building permits, arbor permits, sign permits, applicable state agency permits, occupational licenses from both the City and Lake County, and pay all applicable fees, including Lake County Road Impact fees, prior to receiving a Certificate of Occupancy.

21. **The applicant is hereby notified that all actions regarding this site plan application are based on the information provided on the engineering site plans, the landscape plan and the application form. Neither the applicant, nor his successors, may substantially change the use, or occupancy of this site without the written permission of the City. The applicant shall be totally responsible for all submission materials**.

CERTIFICATION

I, the undersigned have read, understand and agree to comply with all of the above information and attachment, (including the signed instructions with the application package).

_____

Typed Application Name, Signature & Date

_____

Typed Owner Name, Signature & Date

LEESBURG
The Lakefront City

SITE PLAN APPLICATION

1. PROJECT NAME _____

2. PROJECT DESCRIPTION _____

_____

3. PROJECT ADDRESS _____

4. ALTERNATE KEY _____ SEC _____ TWN_____RGE _____

PARCEL ID _____ ZONING _____

5. OWNER _____

ADRRESS _____

PHONE _____

6. ENGINEER _____

ADDRESS _____

PHONE _____

7. CONTRACTOR _____

ADDRESS _____

PHONE _____

8. ARCHITECT _____

ADDRESS _____

PHONE _____

9. CONTACT PERSON _____

PHONE _____ FAX _____

PROPERTY OWNER & AGENT AFFIDAVIT*

DATE: _____

Before me, the undersigned authority personally appeared _____ (property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.

2. That said authority desires SITE PLAN REVIEW for: _____
(project name)

3. That said authority (property owner) has appointed _____ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and, being by me duly sworn on oath, deposes and says:

   A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Leesburg, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Leesburg, Florida, and are not returnable.

   B. That the submittal requirements for the application have been completed and attached hereto as part of the application.

_____
PROPERTY OWNER'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before me on _____ (date) by _____ (name of affiant, deponent, or other signer). He/she is personally known to me or has presented _____ as identification

_____
NOTARY PUBLIC
SEAL:

_____
AGENT'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before me on _____ (date) by _____ (name of affiant, deponent, or other signer). He/she is personally known to me or has presented _____ as identification.

_____
NOTARY PUBLIC
SEAL:

* **PROPERTY OWNER <u>MUST</u> SIGN AFFIDAVIT.**

GENERAL BUILDING AND COMMERCIAL MANUFACTURED BUILDING
SITE PLAN CHECKLIST
CITY OF LEESBURG

Site plans are required for all new commercial construction, change of use (new occupancy classification) of existing structures, and new multi-family structures. All site plans are required to be approved prior to issuance of building permits.

PLEASE SUBMIT ALL PLANS, SPECIFICATIONS, REVISIONS, ETC. TO LEESBURG PLANNING & ZONING DIVISION. SUBMITTAL OF PLANS, ETC. TO ANY OTHER DEPARTMENT WILL RESULT IN DELAY OF REVIEW AND PERMITTING. NO REVISIONS WILL BE ACCEPTED UNTIL ALL COMMENTS HAVE BEEN RECEIVED FROM THE DEPARTMENTS. THESE COMMENTS WILL BE SENT AS SOON AS ALL ARE RETURNED.

The information listed below must be submitted for review of all new construction projects and additions:

		SUBMITTED YES	NO
1.	Plan Review Fee ($150.00) Must be paid at time of submittal/resubmittal, if applicable.	___	___
2.	Statement and Proof of Ownership or Control of the Property Include legal description and alternate key number.	___	___
3.	Unity of Title Document with Single Alternate Key for Site with Multiple Parcels	___	___
4.	Statement Describing the Character and Intended Use of the Property Including Potential/Planned Expansion	___	___
5.	Two (2) copies of all Site Plan files on two separate 3½" high density IBM compatible diskettes	___	___
6.	Ten (10) Copies of Site Plan (Sealed)	___	___
a.	Project Name	___	___
b.	Names of Owner, Developer, Architect, and/or Engineer Include addresses and telephone numbers.	___	___
c.	North Arrow	___	___
d.	Location Plan	___	___
e.	Boundary Survey at a Scale of 1"=100' or Larger Showing:		
1.	Existing Streets, Buildings, Water Courses, Easements, etc. within 50 Feet of Property Lines	___	___
2.	Exact Location, Site and Setbacks of Proposed and Existing Buildings	___	___
3.	Provisions for Access and Traffic Control	___	___
4.	Parking and Loading Areas Including Screening and Buffers	___	___
5.	Recycling and Refuse Collection (Dumpster Pad) Locations	___	___

		SUBMITTED YES	NO
6.	Public Utilities Serving Site and Proposed Connections and Meter Locations. **Show any well on property and closure method**.	___	___
7.	Septic Tank **(May <u>not</u> be Allowed by Leesburg Ordinance)**	___	___
	If Yes, the Following Information is Required:		
a.	Letter from Wastewater Dept. Certifying Sewer is not Available. **Septic Tanks are not allowed without letter.**	___	___
b.	State Permit	___	___
c.	Septic Tank Location on Site Plan	___	___
8.	Existing Septic Tank Location	___	___
9.	Designated Flood Hazard Zones	___	___
10.	Topographic Survey One (1) foot intervals at USGS datum (existing and proposed) for site and 50 foot surrounding property lines	___	___
11.	Finished floor elevations of each building relative to finished grade	___	___
12.	Spot Elevations at Corners, Changes of Grade, Driveway at Property Line, and along Property Line to Determine Impacts on Adjoining Property	___	___
13.	Electrical Requirements (**Size of Service to Evaluate Transformer Size, etc.**)	___	___
14.	Gas / BTU load requirements for each requested service	___	___
7.	Landscape Plans (3 copies)	___	___
8.	Irrigation Plans (3 copies) Existing water & gas meter and new location, if applicable.	___	___
9.	Calculations:		
a.	Total Gross Acreage, Total Project Density per Acre and Percentage(s) Devoted to Permitted Use(s)	___	___
b.	Ground Coverage by Structure Impervious Surface and "Green Space"	___	___
c.	Derivation of Off-Street Parking Spaces, If Utilized	___	___
d.	Tree Survey and Proposed Removal per <u>Chapter 23 of Leesburg Code of Ordinances</u>	___	___
e.	Total Impervious Surface Coverage in Square Feet Include Walkways, Driveways, All Buildings, etc. within Project Site.	___	___
10.	Provisions for Maintenance of Common Area, If Applicable	___	___

		SUBMITTED YES	NO
11.	Site Stormwater Retention Areas with Supporting Calculations (3 sets) and Route of Outlet per Chapter 19 of Leesburg Code of Ordinances, Sealed by an Engineer	___	___
12.	St. Johns River Water Management District Permit (required prior to issuance of permit)	___	___
13.	Site Utility Service Extensions, If Required:		
	a. Location, Type, and Size of Existing Utilities Around Site Meter(s) Size and Use; Backflow Prevention Detail; Landscape Plan.	___	___
	b. Details for Abandonment of Wells per City Code Section 22-152	___	___
	c. Details for Abandonment of any Septic Tank per City Code Section 22-65	___	___
	d. Location, Type, and Size of Proposed Extensions per Local Standard and Specifications and State Requirements	___	___
	e. City Approval Prior to Submitting to Outside Agencies	___	___
	f. Inclusion of Service Details per City Standards and Specifications (Include Workmanship & Material Specifications)	___	___
	g. Data and Submittals from Engineer for Water and Sewer Extensions (Fire Flows, Demands, Permits)	___	___
	h. Water Connection Detail (s) (See Attachment)	___	___
14.	Street and Drainage Construction:		
	a. Right-of-way Layout and Control Data	___	___
	b. Roadway Layout to Include Curve Data, Profiles, Cross-sections, Soil Borings, Underdrains, etc.	___	___
	c. Drainage Swales, Structures, Inverts, Type of Pipe	___	___
	d. Outside Agency Approvals Required Prior to Issuance of Building Permits.		
	FDOT Drainage	___	___
	FDOT Driveway	___	___
	e. Sidewalks and Curbing, where Required	___	___
	f. Access Management	___	___
	g. Handicap Ramp and Parking Stall Detail (See Attachment)	___	___
15.	Copy of any Variance or Conditional Use Permit (Required Prior to Issuance of Building Permit)	___	___
16.	Tree Removal Permit Application	___	___

		SUBMITTED YES	NO
17.	Applicant acknowledges that "As-Built" Drawings must be submitted prior to Certificate of Occupancy being issued	___	___

THIS LIST DOES NOT WAIVE ADDITIONAL INFORMATION THAT MAY BE REQUIRED BY THE CITY OF LEESBURG OR ANY OTHER DEPARTMENT OR AGENCY.

I CERTIFY THE INFORMATION SUBMITTED WITH THIS CHECKLIST IS COMPLETE AND ACCURATE AND THAT I HAVE READ AND AGREE TO THE ADDITIONAL REQUIREMENTS INCLUDED WITH THIS PACKET.

CERTIFIED COMPLETE BY:_____
Signature (OWNER, DEVELOPER, OR AUTHORIZED AGENT)

_____
Name (PLEASE PRINT OR TYPE)

_____ (____)_____
DATE PHONE NUMBER

PERSON TO NOTIFY WHEN REVIEW IS

COMPLETED:_____

PHONE NUMBER: _____ FAX NUMBER: _____

LEESBURG
The Lakefront City

TREE REMOVAL PERMIT APPLICATION

Date:_____

1. Project Name:_____

2. Property Address:_____

3. Property Owner's Name:_____

   Mailing Address: _____

   Telephone: _____ Fax: _____

   E-Mail _____

4. Petitioner / Agent's Name: _____

   Mailing Address: _____

   Telephone: _____ Fax: _____

   Email _____

5. The property is generally located near the following streets:

   _____

6. The size of the property is: _____ +/- square feet; _____

   +/- acres

7. The existing zoning of the property is:_____

8. The present use of the property is: _____

9. The proposed use of the property is: _____

10. A Tree Removal Permit is requested for the follow reason(s):

    _____

11. State the exact legal description of the property the trees to be removed are located on. (Copy of Warranty Deed or current year tax receipt showing ownership of property must be submitted with application).

Alternate Key #: _____ Sec. _____, Twp. _____, Rge.,_____

_____
PROPERTY OWNER'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 199___ by _____ (name of affiant, deponent, or other signer). He/she is personally known to me or has presented _____ as identification.

_____ SEAL:
NOTARY PUBLIC

CHECKLIST FOR TREE REMOVAL PERMIT APPLICATION COMPLETION

The following information is required to be submitted when applying for a TREE REMOVAL PERMIT:

1. ____ General application form (pg. 1).

2. ____ Site plan, drawn to an appropriate scale, showing the following information:

____ Project name, street location, and number.

____ Size and shape of lot.

____ North arrow, date, and scale.

____ Name, address, telephone number of the property owner and petitioner.

____ Property boundaries.

____ Location of all individual trees, other than non-preferred trees, which are four (4) inches DBH or greater, including DBH of each tree, its location, and its common name.

____ A written table that indicates each type of tree that is to be removed and each type of tree which is to remain on the site. The number of inches (DBH) for each type of tree is to be included in the table.

FILING FEE: NONE

PERMIT REQUIREMENTS:

(1) **Application.**

a. All new subdivisions shall be required to submit an application for a tree removal permit at the time if initial submittal of the subdivision plan to the City so that consideration may be given to the protection of native trees and vegetation.

b. Any commercial, industrial, multi-family, or other use, requiring site plan approval shall be required to submit an application for a tree removal permit at the time of site plan submittal so that consideration may be given to the protection of native trees and vegetation.

(2) **Forms and submittal requirements for a tree removal permit.**

a. An application for tree removal shall be filed on forms provided by Leesburg Planning & Zoning Division. Completed applications shall be returned to the Planning & Zoning Division with the following:

A complete inventory of the trees to be retained and removed shall be shown on a scaled site plan indicating:

1. Property boundaries;

2. Location of all individual trees, other than non-preferred trees, which

are four (4) inches DBH or greater, including DBH of each tree, its location, and its common name; and

3. Reasons for removal of trees.

b. A clearing permit shall be secured in concurrence with the tree removal permit if clearing, grubbing, and grading is planned.

(3) **Criteria for Issuance.** No tree removal permit shall be issued unless the reviewer finds that at least one (1) of the following criteria has been satisfied with respect to each protected tree designated for removal under this permit.

a. That the tree is located within an existing or proposed right-of-way;

b. That the tree is located within an existing or proposed easement; or stormwater management system;

c. That the tree is located where its continued existence would unreasonably interfere with the physical construction of the improvements on a particular site as may result from interference with the access to the site by construction equipment, or with the operation of the equipment on the site in the immediate vicinity of the proposed structure or improvements;

d. That the tree is located where it creates or will create a safety or health hazard, or a nuisance with respect to existing or proposed structures or vehicle or pedestrian routes, and relocation of the tree on the site is not a feasible alternative;

e. That the tree is located where it interferes with the installation, delivery, or maintenance of existing or proposed utility services to the site;

f. That the tree is diseased, injured, or in danger of falling;

g. That the tree is located on a portion of the site to be used for construction of required parking areas or vehicular and pedestrian ingress and egress areas;

h. That the tree is located on a portion of the site where structural development is proposed, provided reasonable effort has been made to preserve protected trees to the extent feasible under this criterion.

(4) **Expiration.** The tree removal permit, when issued, shall specifically identify which trees shall be permitted to be removed. Such permit shall expire at the time of issuance of the last Certificate of Occupancy for the subdivision or, at the time of issuance of the Certificate of Occupancy for any commercial, industrial, multi-family, or other structure. Trees not removed during the life of the permit may not be removed without the issuance of a new permit based upon a new application.

(5) **Removal Requirements.** Tree removal permits authorize the removal of trees specified within the permit. It is not required that all trees contained within the tree removal permit be removed by the applicant, however, no more trees than are specified in the permit may be removed without modifying the permit.

NOTICE

Before Staff conducts a final inspection for Certificate of Occupancy, two (2) sets of As-built Drawings must be submitted, including a letter of Certification from the Professional Engineer of Record.

The City's definition of As-built Drawings are the original City approved construction plans revised to reflect any and all changes made during the course of construction of the project. A line striking out the original information with actual information being written immediately adjacent will indicate changes.

Minimum required information is all invert and control elevations, changes in material types or sizes, all utility locations and appurtenances to include but not be limited to valves, plugs, blow-offs, hydrants and meters, two perpendicular cross sections through the center of each storm water pond and any changes in location or configuration of parking areas, ponds, building, etc.

These plans are to be signed and sealed by the Engineer of Record and a Florida licensed surveyor as appropriate and stamped "As-Built" or "Record Drawings". A letter signed and sealed by the Engineer of Record certifying that the project has been completed in conformance with approved plans and specifications shall also be submitted.

DIGITAL PLAN SUBMITTAL

(If available by applicant)

1. **Drawing files shall be submitted in native AutoCAD release 14, 13, 12 or DXF format only.**

2. **Two copies of all files shall be delivered on two separate 3½" high-density IBM compatible diskettes to the Planning & Zoning Division.**

3. **Nonstandard AutoCAD fonts, if used in the drawing files shall be supplied by submitter.**

4. **All drawing files shall be audited and the unused layers and entities shall be purged.**

5. **All plans shall be scaled drawings with a graphical scale in the drawing. Preferred scale is one to one (1:1).**

6. **Drawings shall include all existing improvements and all improvements to be added and/or removed from the site.**

7. **Drawings shall include all existing and proposed utilities.**

8. **Drawings shall be submitted in draft form with the initial submittal and in final form before receipt of the first permit.**

- **This does not eliminate submittal of hard copies for distribution by the Planning and Zoning Department.**

GENERAL BUILDING AND COMMERCIAL MANUFACTURED BUILDING
SITE PLAN CHECKLIST
CITY OF LEESBURG

FOR YOUR INFORMATION

ELECTRIC DEPARTMENT - GENERAL REQUIREMENTS:

1. Application for electric service order must be made at Customer Service, City Hall, 501 W. Meadow St., Leesburg, 352-728-9800 for installation of temporary meter, permanent meter, temporary-permanent meter, and change of service. The proper fees must be paid at the time of application.

2. New construction or development may require prepayment, by the developer, of costs to be incurred for installation of electric utilities.

3. The difference in cost between overhead and underground service must be prepaid.

4. An estimate will be prepared for costs to be incurred in the installation of electric utilities. The estimate will be valid for 6 months from date of preparation. **ESTIMATES WILL NOT BE PREPARED UNTIL PLANS ARE FINALIZED**. After estimate has been prepared, changes made to the "FINAL" plan, which would increase the contract price, will be at the expense of the developer. Final site plan must be submitted in 1"=100' scale preferably on a 3-1/2 diskette formatted for AutoCAD - Release 12 for DOS, Version C3.

5. When service is underground, customer must notify Electric Dept. when meter can has been installed to schedule the installation of the underground service. Minimum installation time is 72 hours after Electric Dept. has been notified due to the Florida State One Call Location Statute. **Please call for scheduling of underground service before sod or sprinkler installations. The Electric Dept. will not be responsible for replacing the sod or repairs to the sprinkler system.**

6. Grade of property must be within 6 inches of final grade before installation of underground cable will begin.

7. Property will be brought to final grade at electrical equipment locations, prior to installations.

8. The City will not be responsible for any compaction that has to be done as a result of installation of underground electric cable and conduit.

9. All lot lines must be clearly marked on site before installation of cable begins.

10. Shrubs and/or fences will not be placed within 6 feet of the front (streetside) or within three feet of any other side of padmount transformers.

11. All developments with dedicated City streets will require streetlights spaced according to national standards and initial cost shall be paid for by the developer before the installation of lights. This cost is in addition to any other costs for development.

12. All services to lighted signs not on the original plans will be charged at cost plus to the developer.

13. Developer must comply with City Tree Ordinance regarding type trees that can be placed under or near powerlines.

14. If a developed area qualifies for city streets, the developer will pay for the installation fee of city streetlights as designed by the Electric Department. City will pay monthly fee.

ELECTRIC DEPARTMENT - REQUIREMENTS FOR SUBDIVISIONS:

1. All required sewer lift stations will be single phase unless otherwise approved by the Electric Superintendent.

2. When multiple utilities are located on a corner lot, the Electric Dept. requests that water and/or sewer connections be WYED for ease of padmount installation. Specific locations will be noted on the approved electric construction drawing.

3. When swales are excessive in depth or width, the Electric Dept. will install sod around padmount installations to minimize erosion until all dwellings have been built. This installation will be at the expense of the developer.

4. All PVC crossings will be installed by the Electric Dept. prior to stabilizing road base. Contractor will be responsible for compaction.

5. In order for the development to receive permanent electric service the following items must be accomplished:

    a. The legal description of the project, along with the name and address of the owner of record, must be provided to the Finance Dept.

    b. A Utility Easement form, prepared by the City, must be executed by the owner of record and returned to the Electric Dept. for recording.

ELECTRIC DEPARTMENT REQUIREMENTS FOR STRUCTURES:

1. Customer must call Electric Dept. to schedule appointment with field engineer technician to meet at job site to spot locations for the following: a) temporary meter installation; b) permanent service location; c) permanent meter installation; d) change of service and/or upgrade of service. Customer must have address for location before job can be processed.

2. Installation of a temporary meter will be scheduled only after the following requirements have been met: a) service locations have been spotted; b) service order from Customer Service has been received by Electric Dept.; c) inspection approval has been received by Electric Dept. from Building Services.

3. Installation of permanent meter will only be scheduled after the following requirements have been met: a) service locations have been spotted; b) service order from Customer Service has been received by Electric Dept.; c) load management wiring has been inspected by Electric Dept. and been approved; d) final inspection approval has been received by Electric Dept. from Building Services.

4. Change of service will only be scheduled after the following requirements have been met: a) service locations have been spotted; b) service order from Customer

Service has been received by Electric Dept.; c) final inspection approval has been received by Electric Dept. from Building Services.

5. A minimum of 48 hours is required to schedule installation of temporary and permanent meters after all requirements have been met. Installations will not be scheduled with less than 48 hours notice.

6. Secondary underground service may be requested on an individual unit with overhead primary, but must be underground if primary is underground. The cost for unit service will be determined at time of installation and will be based on size of service and materials used. Cost includes trenching, installation of wire, backfilling ditch, and installation of PVC bent riser from meter can to ground.

7. Electric meter enclosures for services above 200 amps will be supplied by the City and can be obtained at City Warehouse, 2010 Griffin Rd., Leesburg. Person obtaining meter can must show warehouse personnel original Electrical Permit (copy not acceptable). Temporary meter can will not be issued. The meter can may be received at any time after an electrical permit has been obtained.

8. Approval must be obtained from the Electric Dept. for location of services to structures. There will be no exceptions to these locations.

9. All services for residential buildings must be installed by Electric Dept. without exception.

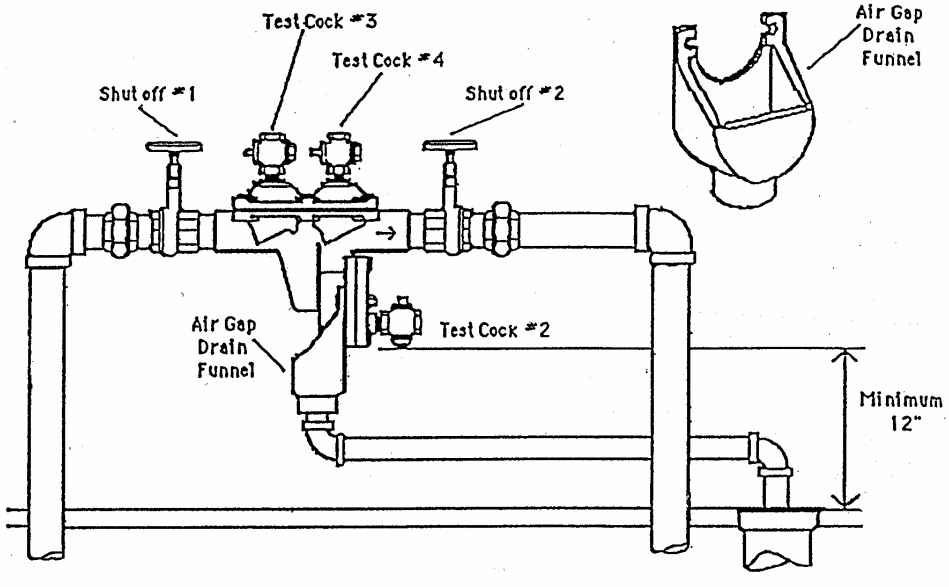


Figure 5-29. Drain Line Attached to a RP. In order for the relief port to function properly, it should not be blocked or reduced in size. If a drainline is provided, the appropriate air gap should be" maintained.

A Detailed Look at the RP

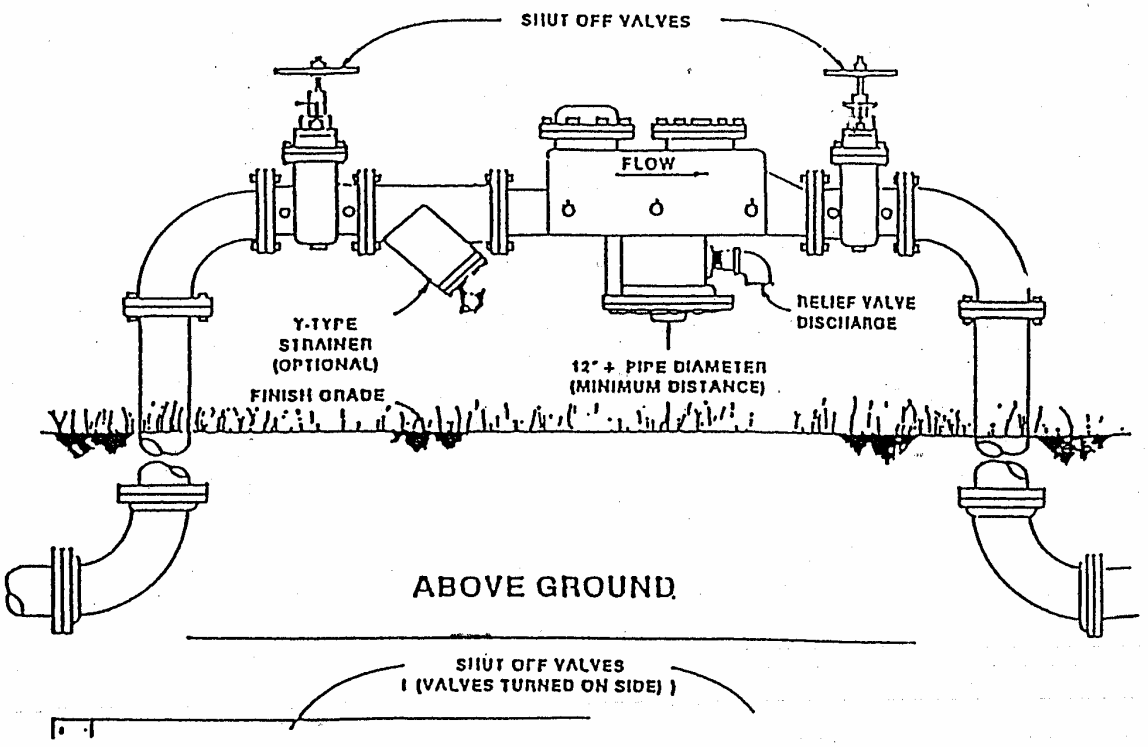
This section explains in more detail how the RP will function to prevent backflows even when one or both of the check valves are fouled or there are other problems that prevent the assembly from working normally. This section will cover: 1) Failing first check valves, 2) Failing second check valves, 3) Clogged sensing line, and 4) Failing relief valve.

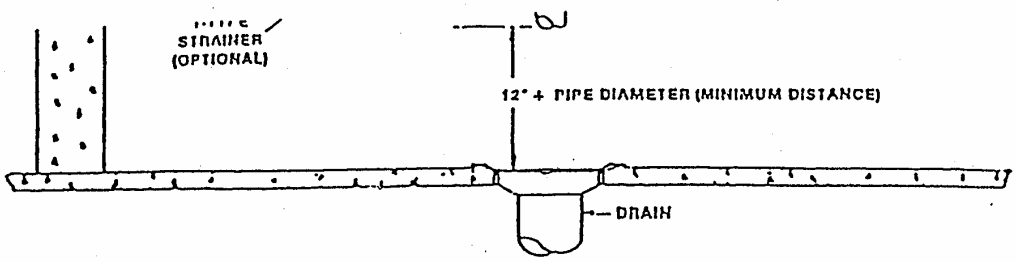
1) Failing First Check Valve

If the first check valve fails, the zone pressure can theoretically increase until it equals the supply line pressure creating an equilibrium across the check valve. In reality, however, this equilibrium is never reached, because the combined zone pressure

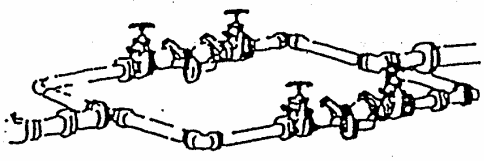
REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION DEVICE

TYPICAL INSTALLATION





INDOORS
(IF ABSOLUTELY NECESSARY)



PARALLEL INSTALLATION

Where continuous flow may be required even during times of servicing or testing, or where greater capacity than a single unit may be necessary, then two units connected in parallel are recommended.

METHODS AND MECHANISMS FOR PREVENTING BACKFLOW

Assembly Installation

In general, all backflow preventers must be installed so that they can be easily tested and repaired. If double check valve .assemblies must be installed in a pit, chamber or vault, provisions must be made to ensure that the assembly does not become flooded. If an assembly is installed in a deep chamber, the chamber should be self-venting. The assemblies must be protected from vandalism and freezing, and water lines should not be used for electrical grounding purposes. Prior to actual installation, the water lines should be thoroughly flushed to remove loose materials that could foul the backflow preventer. In addition, it is recommended that a strainer be located .prior to the assembly to trap any loose materials that could otherwise foul the assembly. It is also a good idea to provide a blow-off valve after the backflow preventer. The blow-off valve can be used to remove grease and foreign materials that are produced when repairing the assembly, or to flush the customer's water line of any contaminants after a backflow incident without contaminating the backflow preventer. When installing any of the assemblies or devices, safety precautions must be observed. Additional safety precautions are covered in Chapter 6, Testing and Maintenance.

T & P Valves

While the protection provided by backflow preventers clearly outweighs any drawbacks associated with them, backflow preventers can create hazardous conditions by preventing the backflow of water from water heaters. According to plumbing regulations, all hot water- heaters are required to have Temperature and Pressure (T & P) valves. These valves are designed to open and discharge water from the water heater when the temperature or pressure reaches a critical level. They function as a safety mechanism. However, these valves have a small .percentage of failures, commonly attributed to improper installation and inappropriate usage or improper maintenance (T & P valves need to be exercised periodically).

If the T & P valve fails and a backflow preventer (e.g., DC or RF) is installed on the potable water line, the pressure can build up to explosive levels since there is no place for the increased pressure to vent. In Oklahoma, seven people were killed when a hot water-heater exploded because the temperature probe of .the T & P valve had been removed prior to installation (1).

When backflow preventers are installed, the customer should be informed about the problems created by non-functional T & P valves. This can be done through bill stuffers, news letters or flyers.

6-25 would probably not be detected during testing. Reviewing the test results of a particular back flow preventer over a number of years can also provide an indication as to whether the assembly may require disassembly and cleaning. Any time the test results of a backflow preventer vary significantly from past results, this indicates a need for cleaning and inspection. Other indications of the need for maintenance and repair are supplied by evidence of dumping or dripping around RPs or PVBs. At a minimum, every assembly should be disassembled, cleaned and inspected every two to three years to detect these special types of problems. Any maintenance performed should be recorded on the testing form. For example, cleaning and lubricating should be noted under the "comments" section of the form, including the type of lubricant used. Also, signs of wear should be recorded on the test form.

Some manufacturers recommend that certain parts be lubricated periodically. If parts are lubricated, the lubricant should be approved by the manufacturer, as some lubricants react with plastic and cause early aging. Lubricants must also be food grade quality as approved by the Food and Drug Administration, since they are in contact with the potable water supply.

Routine maintenance should also include simple safety precautions such as plugging the test cocks of DCVAs that are installed in pits. This is done to prevent contaminants from entering the potable water supply through the test cocks in the event the pit floods. While pit and vault installations should be avoided whenever possible and the specifications for these installations should prevent flooding, plugging the test cocks provides an added margin of safety.

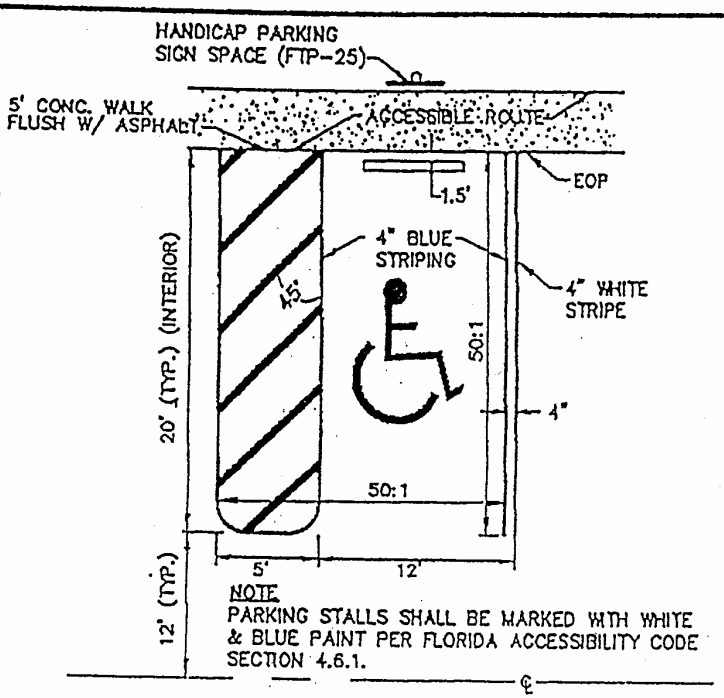
After routine maintenance is performed, the backflow preventers should be retested to ensure that they function properly.

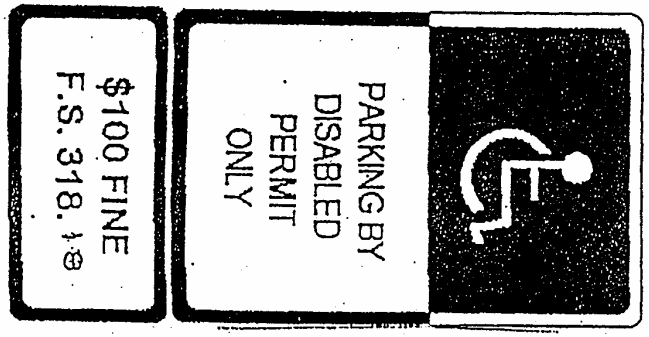
Safety

Whenever backflow prevention assemblies are tested or repaired, adequate safety precautions must be taken to prevent accidents. Prior to testing or repairing assemblies, the water lines should be checked to determine if they are being used as an electrical ground. While the practice of using water lines as an electrical ground is highly discouraged (since it contributes to early deterioration of the pipes), a check is necessary prior to beginning work. If the pipe is being used as a ground, appropriate steps should be taken to remove this grounding wire and find a replacement grounding source.

If an assembly is installed in a deep pit or chamber, the atmosphere should be checked before entering to ensure the pit does not contain any toxic gases. Conversely, when backflow preventers are installed near ceilings, above drop ceilings, or in other hard-to-reach locations, care should be used to prevent falls.

While the testing procedure is the same for every assembly of a given type no matter what its size, extra care should be used when





NOTE:

1. ACCESSIBILITY: A) IN ACCORDANCE WITH THE FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION, 4.1.3 SECTION (1), DATED OCT. 1997 AT LEAST ONE ACCESSIBLE ROUTE COMPLYING WITH 4.3 SHALL CONNECT ACCESSIBLE BUILDING OR FACILITY ENTRANCES WITH ALL ACCESSIBLE SPACES AND ELEMENTS WITHIN THE BUILDING OR FACILITY. DOORS ACCESSING THE BUILDING MUST BE DEPICTED ON SITE PLAN. RAMP DETAILS WITH SLOPE INFORMATION SHALL BE DEPICTED ON SITE PLAN.
   B) THE LOCATION OF HANDICAPPED PARKING STALLS, LOADING ZONES, SIDEWALKS AND RAMPS ON SITE SHALL MEET CHAPTER 316.1955 OF THE FLORIDA STATUES AND SECTION 4.1.3 OF THE FLORIDA ACCESSIBILITY CODE. : RAMPS SHALL NOT EXCEED 12:1 SLOPES PARKING SPACE AND AISLE SHALL NOT EXCEED 50:1 CROSS-SLOPE. (TLO 11-26-96) 12-11-96

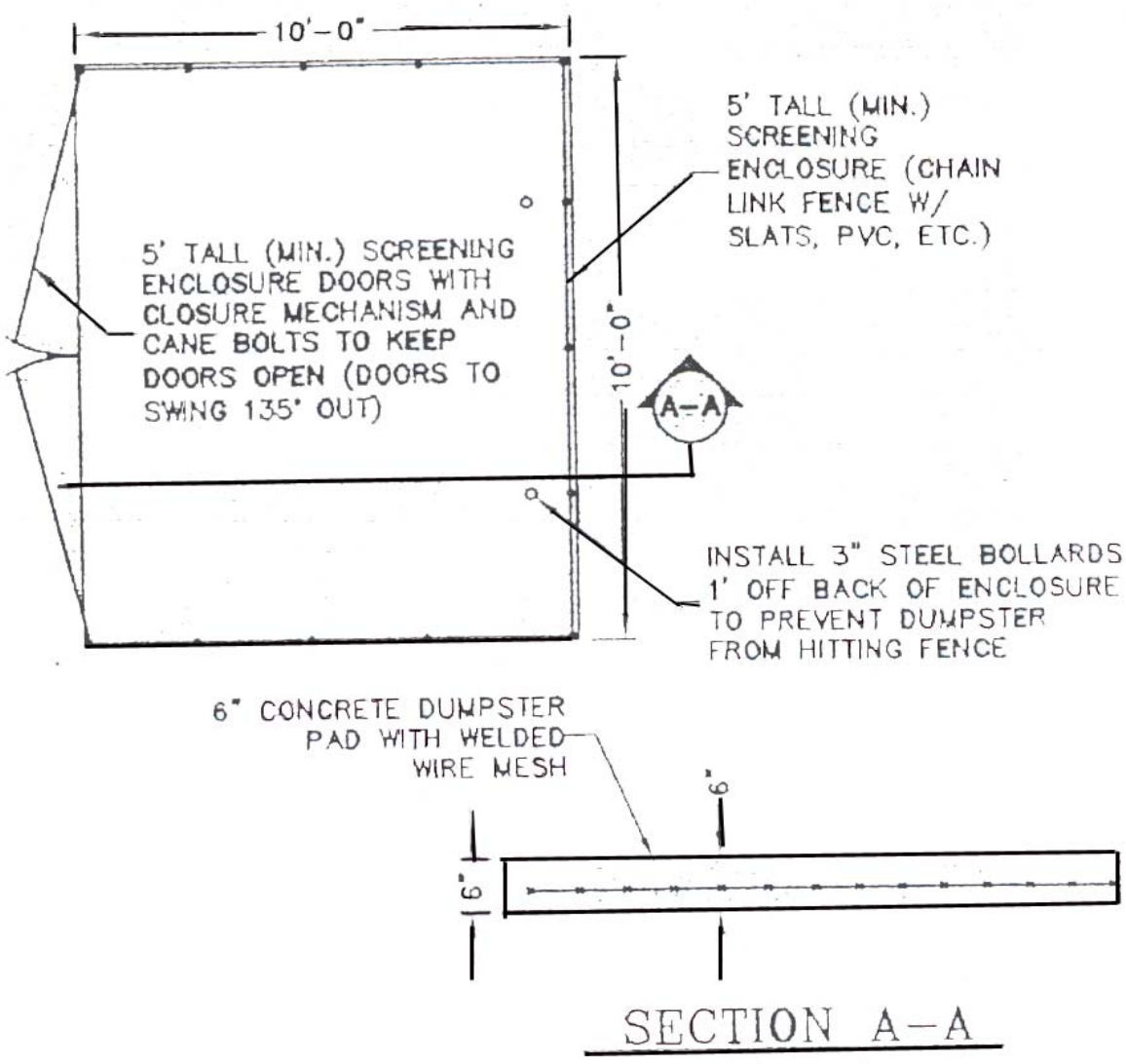
NOTE: (HANDICAP SIGN ONLY)

1. ALL LETTERS SHALL BE BLACK AND SHALL CONFORM TO FDOT "ROADWAY AND TRAFFIC DESIGN STANDARDS".
2. TOP PORTION OF SIGN SHALL HAVE REFLECTORIZED (ENGINEERING GRADE) BLUE BACKGROUND WITH WHITE REFLECTORIZED LEGEND AND BORDER.
3. BOTTOM PORTION OF SIGN SHALL HAVE A REFLECTORIZED (ENGINEERING GRADE) WHITE BACKGROUND WITH BLACK BORDER.
4. ONE SIGN REQUIRED FOR EACH PARKING SPACE.
5. HEIGHT OF SIGN SHALL BE 7' ABOVE GROUND IN ACCORDANCE WITH FDOT "ROADWAY AND TRAFFIC DESIGN STANDARDS .

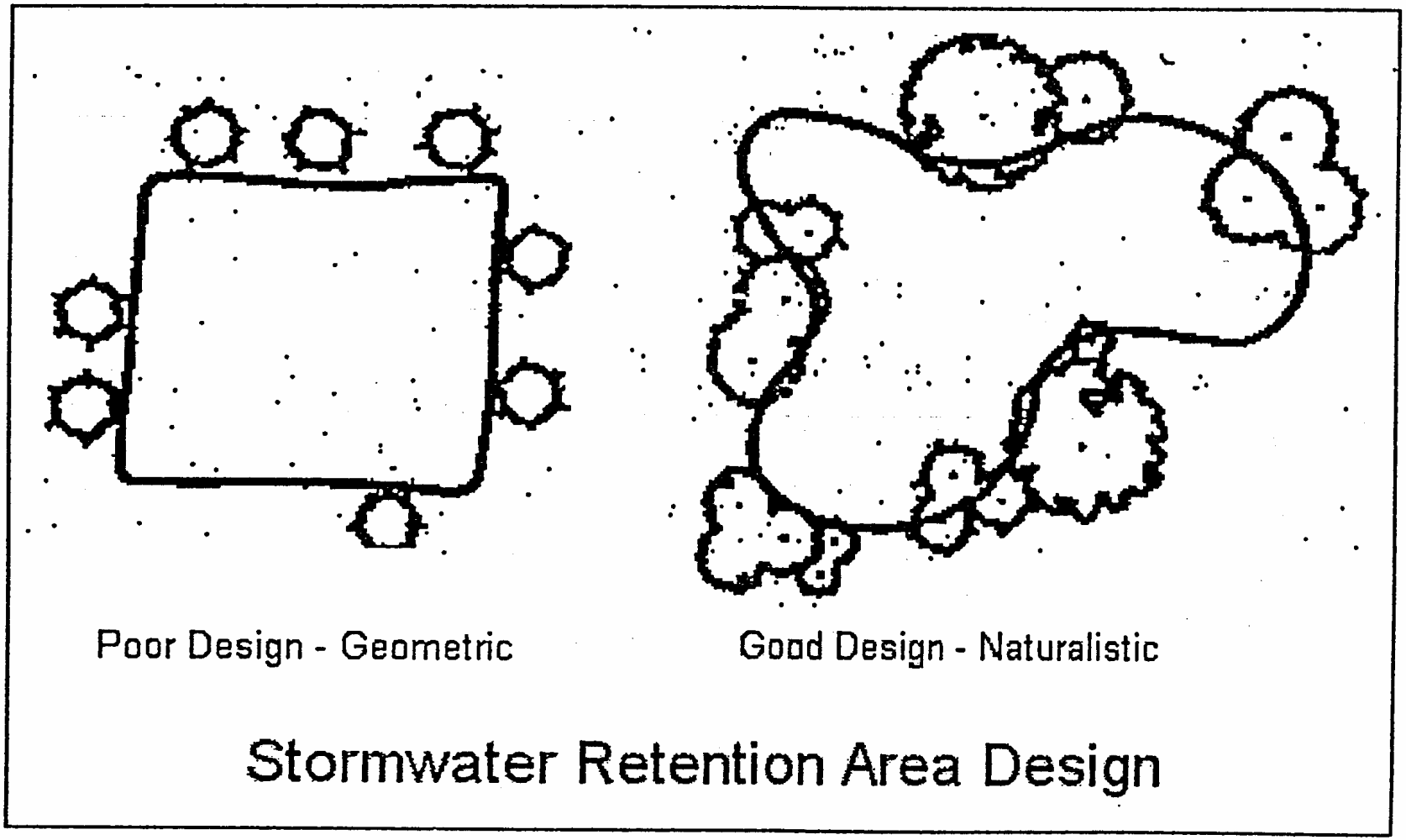
HANDICAP RAMP AND PARKING STALL DETAIL

N.T.S.

DUMPSTER PAD DETAIL



SECTION A-A



Stormwater Retention Area Design